

ABORIGINAL ECONOMIC PARTNERSHIPS

Program Application Guidelines

The Aboriginal Economic Partnerships Program (AEPP) supports Aboriginal communities, businesses and organizations to increase participation in economic development and contribute to improved socio-economic outcomes for Aboriginal people.

The fund supports projects that:

- Increase capacity of Aboriginal communities to identify and plan for economic opportunities and facilitate the use of local resources for long term growth.
- Support the establishment of a stable businesses environment that is conducive to:
 - attracting investment in Aboriginal economic projects
 - increasing Aboriginal employment
 - increasing or scaling Aboriginal community–owned businesses
 - creating spin-off business opportunities and
 - developing or increasing revenue for the community.
- Result in the development of new information, tools and resources that enable, enhance and support economic opportunities.

Eligibility

- Tribal Councils, First Nations, Metis Settlements, Metis and First Nations companies and organizations, or non-government organizations that directly promote the economic development and capacity building of Aboriginal Albertans.
- All applicants must be located or have established operations in Alberta and be in compliance with the terms and conditions of any previous Aboriginal Relations funding.

What types of Projects?

The Aboriginal Economic Partnerships program has two funding streams:

1. **Economic and Governance Capacity:** Grant funding to support feasibility studies, business plans, market analysis, governance frameworks and other related economic development project soft costs.

Sample Projects:

- Business plans and feasibility studies
- Management and human resource capacity development
- Community or regional economic development strategies
- Investment or marketing strategies to attract external investment
- Leakage studies and opportunity identification exercises
- Corporate governance structuring and policy development

2. **Research and Strategic Initiatives:** The program supports Aboriginal community-owned businesses and other organizations to help build economic development-focused relationships and identify opportunities and solutions to economic development challenges.

Sample Projects:

- Regional economic forecasting tools
- Market Analysis
- Research targeted to fill information gaps on Aboriginal economic participation
- Development of a publically available knowledge resource that can support informed decision-making across sectors

Funding Levels

- AEPP can provide funding up to a maximum of \$100,000 to support a particular economic development project.
- The stacking limit maximum level of funding to a recipient from all sources (including federal, provincial/territorial, and/or municipal) for any one initiative or project is 100 % of eligible costs.

When to apply?

1. Call for submissions will open April 1, 2017 and will close May 29, 2017
Please get your applications in as soon as possible. Applications will be reviewed as they are received.

Grant Application Form

Grant applications should be downloaded from indigenous.alberta.ca/AEPP

Full Application Submission

All Applicants must submit a fully completed application including the following:

1. Grant Application Form signed and dated by the individual with full legal authority.
2. Demonstrated support for the project
 - Band Council Resolution or resolution of the council and/or board
 - Letter of Support from the Board of Directors (for Aboriginal Organizations)
 - Letter of Support from the Aboriginal community (For Non-Aboriginal Organizations)
 - Letters of support from other sources that are significant to the project
 - Copies of contracts or other commitments to the project
3. **Detailed Proposal: For funding requests greater than \$25,000**, a detailed proposal needs to be submitted in addition to the grant application form and other supporting documentation. A clear articulation of the project is essential to develop support funding evaluation. The proposal should describe the importance and specific need for the project as well as outline the applicant's specific plans on how they will implement the project.

The document should contain the following:

- i) **Cover page:** should include:

- (1) Name of applicant
 - (2) Logo
 - (3) Contact person
 - (4) Address and phone number
 - (5) Date of Incorporation
 - (6) Table of Contents and Table of Appendices
- ii) **Executive Summary:** include:
- (1) objective of your program
 - (2) population served
 - (3) personnel involved in executing the project
 - (4) amount you are seeking
 - (5) mission and vision statement and
 - (6) accomplishments of the Nation, Settlement or organization.
- iii) **Problem or Needs Statement:** include a detailed description of the problem that the proposed project intends to address. It offers proof of the need for the program and should include statistics and other factual documentation. Describe how did the problem arise?
- iv) **Project Objectives:** list the expected outcomes, or results, of the proposed project. The objectives are possible solutions to the stated problem or need. They should be "measurable: an observer must be able to see, count, perceive results; and realistic: that is, achievable."
- v) **Program Plan:** or method, explains in detail how applicant's organization intends to accomplish the stated objectives. This section discusses in detail the project activities and how, by whom, and when they will be carried out during the project. A timeline chart can be used to illustrate the program plan.
- vi) **Evaluation:** describes how the progress and success of the program will be measured. Evaluation strategies will depend on the nature of the project's objectives.
- vii) **Future Funding:** outline plans to obtain alternate and additional funds to conduct other aspects of the project and/or to continue the project after the proposed grant expires.
- viii) **Budget:** should be a realistic estimate of all costs involved in implementing and operating the project. Cost estimates should be broken down into logical categories, such as salaries, supplies, rent. A budget not only outlines how the requested funds will be spent, but also how the money received from other sources will be allocated.
- ix) **Appendices:** A proposal should be concise. Appendices provide the opportunity to include additional supportive information without making the text of the proposal long and disjointed. Attachments might include the results of a preliminary needs assessment survey, site drawings, the organization's annual report, and staff biographies of company authorities.

Reporting and Deliverables

- Grant applications approved for funding will have reporting and deliverables to be completed.
- Grant recipients are expected to report on the use of the Aboriginal Relations funding before the deliverable due date.
- Deliverables are due 60 days after the end date of the project.
- Financial statements require the authorized person to sign, stating the information reported is accurate.

Two reports are generally requested:

I. Final Report Content Guide

The following outlines the type of information that could be useful for project reports submitted to Aboriginal Relations. Please note that any additional information is encouraged since this guide cannot address every aspect of every project.

1.0 Executive Summary

Provide a short summary of the project, describing the project highlights. This could include, but **should not be limited to**, a brief background and significance of the project, key highlights and relevant statistics, why the project succeeded/did not succeed, overall feedback.

2.0 Results

2.1 Objectives attained: Review the objectives identified in your proposal and describe how they were attained.

2.2 Activities: Describe the activities of the project, from the meetings, and any post-activities such as networking, communications.

2.3 Success stories: Describe the highlights of the activities and success in terms of project, partnerships, future presentations, meetings.

2.4 Challenges: Describe some of the challenges in planning this project: recruitment, finances, preparedness of participants, organization of the group/Nation, on-site logistics.

2.5 Results: Identify immediate and long-term results. Provide a summary of the exit survey results. Was this a new market for the Nation? Was this a market to pursue?

3.0 Budget

3.1 Proposed: Provide a copy of the budget included in your proposal

3.2 Actual: Outline the actual costs for the project.

Were there costs incurred that were not anticipated in the planning of the project?

4.0 Lessons Learned

- What were the objectives of the project?

- How was the project evaluated?
- Is the Nation and community satisfied with the overall project?
- What are the positive outcomes?
- Was follow-up mentioned and if so, how will that be accomplished?
- Why did the project succeed or fail?
- What would you do differently if you had the chance?

5.0 Follow-up: What plans are there to follow-up? Will this project lead to a next step for future planning and improvements or expansion?

6.0 Appendices: Include any items to report to Indigenous Relations on the project. (Mapping, newsletter, drawings, illustrations, charts)

II. Financial Statement

The actual expenses that we incurred to execute the project in a financial statement format with a balance or loss. (A General Ledger copy of the expenses or completion a financial form available from the Ministry.)

How to apply?

Funding submissions can be made:

1. **email to:** IR.economicdevelopment@gov.ab.ca (preferred)
2. **fax to:** 1-780-427-4019
3. **mail or courier to:**

Alberta Indigenous Relations
Attention "Aboriginal Initiatives-AEPP"
19th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4G8

NOTE: Funding approvals may take up to eight weeks.

How are applications assessed?

Once an application is received the following process is implemented:

- A preliminary assessment will be conducted by Indigenous Relations to ensure that each application provides sufficient information to undertake a full assessment.
- A preliminary assessment will confirm applicant eligibility and suitability with the Aboriginal Economic Partnership Program.
- Additional information may be requested if an application is incomplete.
- Recommendations may be provided on how a proposal could be improved to better align with a funding stream.

How will I know if my application has been accepted?

- A Grant Manager will communicate the status of the application by email and a final decision will be sent by email through a letter.

Questions

- Please check out the FAQ section of our website at indigenous.alberta.ca/AEPP
- Questions about the Aboriginal Economic Partnerships Program grant application process should be directed to:
 - IR.economicdevelopment@gov.ab.ca , or
 - Phone 780-427-8407.
To call toll-free from anywhere in Alberta, dial 310-0000.